

UNITED STATES GOVERNMENT

# Memorandum

LIBRARY OF CONGRESS

DATE: March 1, 2006

TO: *Descriptive Cataloging Manual Z1 (DCM Z1)* recipients

FROM: Barbara B. Tillett, Chief  
Cataloging Policy and Support Office

SUBJECT: *DCM Z1*: 053 (p. 1), 1XX (p. 1-3), 64X (p. 2-3), 667 (p. 2), 670 (p. 5-10), Appendix 1  
Headings for Ambiguous Entities (p. 10-16)

Listed below are the revised **yellow** pages (*DCM Z1*) with a summary of the changes in content.

- 053: added information with regard to LC adding 053 field to NARs in the span ML410-ML429; added reminder to delete existing 053 when converting a previously differentiated NAR to undifferentiated
- 1XX: deleted outdated procedures with regard to the English Short Title Catalog (ESTC) Project
- 64X: changed to add the names of other institutions providing LC series treatment in SARs
- 667: clarified that types of earlier/later jurisdictional headings must be linear and that the procedures are not followed for changes involved with merger or splits
- 670: corrected typo and added example for use of subfield \$u
- Appendix 1: added new entities to Group 1 and Group 2 listings

## 053 LC Classification Number

*NACO practice:* NACO participants may use this field only in the following situation: to record LC classification numbers associated with personal name headings for authors who have written works of the imagination, other than works for children. They may input classification numbers found on bibliographic records created and input by LC; they may request verification of other classification numbers.

*LC practice:* LC music team catalogers and CPSO are adding 053 fields to NARs in the span ML410-429, individual biography covering individuals and performance groups. LC catalogers are strongly encouraged to add 053 fields to NARs for authors who have written works of the imagination, other than works for children. Follow team practice for when the field is added and who adds the field. Add an LC authorized 053 field even if the number is identical to an unverified 053 field already in the NAR.

### Verification of LC classification numbers for literary authors

LC's Cooperative Cataloging Team will supply verification of LC classification numbers for literary authors upon request of a NACO participant. A web form for 053 submissions is available at URL: <http://www.loc.gov/catdir/pcc/053/053prop.html>. BIBCO participants are strongly encouraged to use this form to verify LC classification numbers for literary authors to allow for greater consistency and applicability of their PCC cataloging.

### Use and order of 053 fields

Do not add an 053 field to a NAR coded as an undifferentiated heading (code "b" in 008/32). When it is necessary to change a differentiated NAR that contains an 053 to undifferentiated, delete the 053.

#### Indicators:

If the classification number is from a bibliographic record created and input by LC (040 \$a DLC \$c DLC) or has been verified by LC, use a second indicator of "0." For any other 053 input by a NACO participant, use a second indicator of "4" and a subfield \$5 with the participant's MARC 21 identification code. Multiple subfields \$5 are not allowed.

#### Number and order of fields:

If a verified 053 (i.e., 053 with second indicator of "0") is already in the NAR, don't add an unverified 053 (i.e., 053 with second indicator of "4").

Generally, only one verified 053 and one unverified 053 are permitted in an NAR. Exception: If an author writes in several languages, multiple verified and multiple unverified fields may be given; arrange the fields in class letter/number order and add the name of the language in subfield \$c in each 053 field.

A single or multiple verified 053 field(s) should precede a single or multiple unverified 053 field(s).

## 1XX Headings

### General

When modifying an authority record for another reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

### NARs

For procedures involved with Canadian name headings, see DCM Z1 Appendix 2: Canadian headings.

**British Library records.** The British Library must be consulted prior to making any change to the 1XX field of a record it has contributed (i.e., any record with the code "Uk" in 040 subfield \$a). Send an email message to [nal-queries@bl.uk](mailto:nal-queries@bl.uk) giving the Library of Congress Control Number (LCCN) of the record and a brief explanation for the proposed change. Fax supporting information for the proposed change if such information would be useful (International: +44 1937 546562).

**NLM records.** National Library of Medicine (NLM) catalogers take into account headings and usage in the NLM bibliographic and authority files when preparing new AACR2 headings. They also change AACR2 headings already formulated by LC when the NLM files support a different heading. For headings used by NLM, the NLM heading has precedence over the LC heading when:

- (1) the LC heading has not yet been coded for AACR2, and the NLM heading has already been established as AACR2;
- (2) the LC heading has been coded as AACR2-compatible (008/10 = d) and NLM has established the heading as "pure" AACR2 (008/10 = c);
- (3) both libraries have headings already coded as "pure" AACR2 and NLM has a greater number of bibliographic records in support of its heading than LC has in support of its heading. (If the number is equal, the better heading is chosen, basing the decision on judgment.)

SARs

When creating an SAR for an entity already represented by an existing NAR, either cancel the NAR or convert the NAR to an SAR.

When trying to decide if a publication is a series or a multipart item, consult the "Multipart Item vs. Series" guidelines in LCRI 1.6.

For the title proper of a multipart item, consult AACR2 1.0A2b.

Choosing a monographic series title proper:

- (1) If the item in hand has more than one form of series title, consult AACR2 1.6B2 and .0B2 in the AACR2 chapter for the material being cataloged (.0B3 in ch. 3 & 12).
- (2) If the item in hand has the series title in more than one language or script on the same source, consult AACR2 1.1D2 and its LCRI.
- (3) If the item in hand has series title pages in more than one language and or script and the series title appears on each of the sources in the appropriate language or script, consult AACR2 1.0A3a)ii).
- (4) Consider spacing and changes in typography when determining where the series title begins and ends. Also consult AACR2 12.1B3 and its LCRI.

Establishing an SAR heading:

- (1) Determine choice of entry based on chapter 21 of AACR2.
- (2) Exclude from the heading the following information included in the series statement in the analytic bibliographic record:
  - (a) initial article in subfields \$a, \$t, \$n, and \$p;
  - (b) other title information;
  - (c) statement of responsibility;
  - (d) parallel title(s);
  - (e) ISSN;
  - (f) numeric/chronological designations.
- (3) Add a parenthetical qualifier(s) if appropriate according to the guidelines in LCRI 25.5B.
- (4) If there is an AACR2 bibliographic record for a serial or monographic

series collected set in the LC Database, check the 042 field (authentication agency code).

(a) If the 042 shows **lc or lcd alone or in addition** to other codes, use the choice and form of entry of the serial record as the series heading unless there is a clear-cut error. An error in form of qualifier may be corrected; choice of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

(b) If the 042 field shows **only msc, nsdp, isds/c, or nst**, determine the AACR2 choice and form of entry yourself. If there are discrepancies in the choice or form of heading, notify the Cataloging Sections, Serial Record Division.

(5) If the bibliographic record for a serial or monographic series collected set is not an AACR2 record, determine the AACR2 choice and form of entry yourself. Notify the Cataloging Sections, Serial Record Division.

(6) **If** you searched the non-LC CONSER records in OCLC (remember: you are not required to search),

(a) do not use a heading from a record in the following categories:

- 010 prefix is "cf"
- 010 prefix is "cn" and 040 \$b is "fre"

(b) use the choice and form of entry on records with 042 code of **lcd** as the heading unless there is a clear-cut error. An error in form of qualifier may be corrected; choice of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

## National-level PCC default decisions for newly-established SARs for monographic series and multipart items

### **General policy**

To encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the LC/PCC national-level default treatment decisions will be “analyzed in full, traced, classified separately.”

LC or any other PCC library can vary from the default analysis or classification practice for reasons of local needs/preferences/resources. If LC or any other BIBCO library varies from the national default classification practice, any resulting analytic record may be a BIBCO record without a “class separately” number also being supplied. If an analytic record is created, the default tracing practice is mandatory.

(**Note:** BIBCO libraries may opt not to create an SAR for an unestablished series when cataloging a bibliographic record at the core level; see the separate topic “BIBCO tracing practice” at the end of this 64X section for the handling of established/non-established series in BIBCO full and core records.)

The national level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code “DPCC” (for the Program for Cooperative Cataloging) in subfield \$5 of those two fields indicates that the information applies at the national level. See the yellow pages for the 642 and 645 fields for specific information.

The “DPCC” code will not be given in subfield \$5 in either field 644 (analysis) or field 646 (classification).

### **Recording LC local and PCC local treatment decisions in new SARs**

Because LC does not have a local authority file, LC will also include its MARC 21 identification code “DLC” to indicate its local treatment decisions in all treatment fields in all SARs it creates. A PCC participant may include its own MARC 21 code in SARs it creates.

PCC participants should not predict LC treatment decisions. The exceptions are Italian book vendor Casalini libri (MARC 21 code ItFiC), Cornell University (MARC 21 code NIC), Northwestern University (MARC 21 code IEN), and the National Agricultural Library (MARC 21 code DNAL). These institutions have been trained in LC practice and are providing cataloging according to that practice; therefore, they use “\$5 DLC” in combination with “\$5 DPCC” to indicate that LC indeed holds an item in the series and that the treatment decisions reflect LC practice.

## Recording LC local and PCC local treatment decisions in existing SARs

LC will always add its local treatment decisions in all treatment fields in SARs created by PCC participants when processing items represented by those SARs.

LC treatment decisions as predicted/recorded in the SAR by PCC participants during an earlier period are not to be reconsidered at LC unless the publication fits the criteria noted in the sections “Series not needing analysis” and “Multipart items not needing analysis” found later in these 64X pages.

A PCC participant has the option to add its local treatment decisions to any SAR created by LC or by another PCC participant if another PCC participant’s treatment decisions are not already in the SAR. PCC participants should not predict LC treatment decisions. The exceptions are Italian book vendor Casalini libri (MARC 21 code ItFiC), Cornell University (MARC 21 code NIC), Northwestern University (MARC 21 code IEN), and the National Agricultural Library (MARC 21 code DNAL). These institutions have been trained in LC practice and are providing cataloging according to that practice; therefore, they use “\$5 DLC” in combination with “\$5 DPCC” to indicate that LC indeed holds an item in the series and that the treatment decisions reflect LC practice.

## Existing SARs and non-LC analytic records

SARs with an LC decision not to analyze and, therefore, not to trace represent only LC's local decision. (LC will continue to apply this local decision to certain categories of publications.) Such an LC decision does not prohibit another library from analyzing and tracing. It is not necessary to modify such SARs to add PCC tracing policy if it is not present; LC will not add the \$5 DPCC to these SARs. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

SARs created before Sept. 1, 1989, with an LC decision to analyze in full but not to trace should not be modified to add PCC tracing policy. The LC decision not to trace will be followed by BIBCO participants so that analytic records in a shared database will be consistent in the lack of traced series. Analytic records (either full or core) may be coded as BIBCO records even though the series are not traced.

SARs created between September 1989 and mid-November 1998 (when “DPCC” code began to be added to new SARs) should not be modified to add PCC tracing policy. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

## SARs for serials other than monographic series

Note: The national-level default treatment decisions for analysis and classification do not apply to SARs for serials other than monographic series (008/12 = z). The

Follow these guidelines for newly-created authority records. Revise existing records when making any other change to the records.

(b) *Earlier/later linear jurisdictional name changes*

It is LC subject cataloging policy to assign only the latest name of a political jurisdiction that has had one or more earlier names as a subject heading or as a geographic subdivision, as long as the territorial identity remains essentially unchanged (cf. SCM H 708). Upon creating an earlier/later heading for a geographic name that has undergone a linear name change, catalogers must notify CPSO to add a 667 subject usage note to the earlier name and adjust the appropriate 008 fields.

*Example:*

```
151 $a Ceylon
667 $a SUBJECT USAGE: This heading is not valid for use
      as a subject. Works about this place are entered
      under Sri Lanka.
```

A web form to facilitate PCC catalogers' notifications to CPSO is available at: <http://www.loc.gov/catdir/pcc/naco/nar667form.html> LC catalogers should continue to follow the guidelines provided in SCM H 708. Note that these procedures are not followed for name changes involved with jurisdictional mergers or splits (cf. SCM H710)

(2) Notes indicating that a geographic name heading is not appropriate for use as a geographic subdivision

*PCC optional practice:*

Add a 667 note to name authority records for geographic headings that are not appropriate for use as geographic subdivisions in subject cataloging usage (Per SCM H 835) when the name represents an entity within a city and is qualified by the city name. Such notes will most frequently be needed for names of city sections, districts, neighborhoods, etc. Make no changes to values in bytes of the 008.

```
667 $a SUBJECT USAGE: This heading is not valid for use as
      a geographic subdivision.
```

*Example:*

```
151 $a Hollywood (Los Angeles, Calif.)
667 $a SUBJECT USAGE: This heading is not valid for use
      as a geographic subdivision.
```

Follow these guidelines for newly-created authority records. Add the note to an existing record when making any other change to the record.

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

### Internet resources

These instructions apply to electronic resources being cataloged and to resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the heading or references (this information will continue to be available if the site changes or disappears). Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRIIs (e.g., Contemporary Authors online, GNIS, GEOnet). If a URI is included, it must be given in subfield \$u. If the URI contains a spacing tilde or a spacing underscore, replace the character with its corresponding hex code, preceded by the percent sign:

%7E for spacing tilde

%5F for spacing underscore

- 670 \$a British Oceanographic Data Centre WWW Home page, Sept. 6, 1995 \$b (BODC, est. Apr. 1989, developed British Oceanographic Data Service (BODS))
- 670 \$a AltaVista, viewed Dec. 4, 1997: \$b WWW page title screen (AltaVista, search network) HTML title (Alta Vista) additional screens (World Wide Web search engine developed by Digital Equipment Corp.)
- 670 \$a Harvard Business School Publishing Corporation gopher, Nov. 23, 1994 \$b main menu (Harvard Business School Publishing Corporation) readme (Harvard Business School Publishing)
- 670 \$a Stephen King.com, the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland, Maine, 1947) site also includes listings of authors works \$u <http://www.stephenking.com>

### Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (The U.S. practice for recording dates using numerals differs from the practice in some other countries). Do not change the style of dates in existing records.

### Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

- (1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.
- (2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.
- (3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.
- (4) References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 Appendix 2: Canadian headings).
- (5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.
- (7) Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

### Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or

summarizing as convenient.

**SARs.** Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

*Special types of citations*

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

**LC database.** For LC catalogers not working in OCLC and RLIN, “LC database” as used in a 670 subfield \$a equals name/series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.)

For LC catalogers working in OCLC and RLIN and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

**NARs.** Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**<sup>1</sup> or **variant:**<sup>2</sup> Do not normally cite specific

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<sup>1</sup> “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records’ statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication, distribution, etc., area and from series statements. Headings may never be provided as usage.

<sup>2</sup> “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication, distribution, etc. area or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the form used for the heading.

bibliographic records or the exact location of the variations found.

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

**SARs.** Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers, c1980 \$b (Les cahiers de l'AGHTM)

**Minimal level cataloging records and less than fully authenticated serial records.** Authority work normally has not been done for headings used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the formulation of the heading. If the established heading is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC headings. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

**LC manual authority card.** *LC practice:* When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

**Citing other files or catalogs.** If a heading is found in other manual catalogs or online databases, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

670 \$a LC in OCLC, date: \$b ([data])  
 670 \$a RLIN, date \$b ([data])  
 670 \$a M/B/RS Collections Authority file \$b ([data])  
 670 \$a New Delhi MARC file \$b ([data])  
 670 \$a MWA/NAIP files \$b (hdg.: \_\_\_\_; usage: \_\_\_\_; variants: \_\_\_\_)  
 670 \$a NUC pre-56: \$b ([data])

670 \$a NRMM \$b ([data])

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

670 \$a nuc85-70017: Lower and middle Pennsylvania stratigraphy ... 1982 \$b (hdg. on AAP rept.: Sutherland, Patrick Kennedy, 1925- ; usage: Patrick K. Sutherland)

**Reference works.** Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

670 \$a DNB \$b ([data])  
 670 \$a Harvard dict. of music \$b ([data])  
 670 \$a Comp. diss. index: \$b ([data])  
 670 \$a WW sci. Europe, 1991 \$b ([data])  
 670 \$a Banker's alm./yrbk., 1991: \$b ([data])

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

**BGN.** For geographic names established on the basis of information from the United States Board on Geographic Names,<sup>3</sup> convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the heading. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Note: In the published gazetteers the short form is shown with the use of boldface type.

670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3°00'S 39°30'E)  
 or 670 \$a BGN \$b (Coast [short form] Province; ADM1, 3°00'S 39°30'E)  
 670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45°48'N 8°48'E)  
 or 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45°48'N 8°48'E)

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<sup>3</sup> Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: <http://geonames.usgs.gov>; GEOnet (foreign information: URL: <http://164.214.2.59/gns/html/>))

- 670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional];  
Genève [native], PPL, 46°12'N 6°10'E; variants:  
Ginevra, Genf)
- or* 670 \$a BGN \$b (Genève [French], Geneva [conventional];  
POPL, 46°12'N 6°10'E)
- 670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form  
= Cambridge]; ADM1, 52°12'N 0°07'E)

**Non-bibliographic sources.** Give the non-bibliographic source, the date, and the information. The source can be given specifically (“Letter from author,” “Phone call to publisher,” etc.) or in general terms (“Information from author,” “Information from publisher,” etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

- 670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones  
is real name of Lionel Jones)
- 670 \$a Letter from author, May 29, 1994 \$b (correct  
birthdate for \_\_\_\_\_ is Oct. 14, 1950)
- 670 \$a Information from publisher, Feb. 6, 1991 \$b (James  
Allan's middle name is Stephen, not Steven)
- 670 \$a Information from OCLC, Mar. 8, 1996 \$b (\_\_\_\_\_)

Colleges	110
Comic strips <sup>7</sup>	130
Communes <sup>6</sup>	151
Competitions <sup>8</sup>	111
Computer programs and software <sup>7</sup>	130
Concentration camps <sup>4</sup>	110
Concert halls	110
Conservation districts <sup>6</sup>	151
Contests <sup>8</sup>	111
Convents	110
Correctional institutions	110
Country clubs <sup>4</sup>	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesiastical principality)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>8</sup>	111
Exhibitions <sup>8</sup>	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions <sup>8</sup>	111
Factories	110
Fairs <sup>8</sup>	111
Festivals and celebrations <sup>8</sup>	111
Fish hatcheries	110
Folk festivals and celebrations <sup>8</sup>	111
Forests (as agencies)	110
Forests districts	110
Funds	110
Funeral homes, mortuaries	110
Galleries	110

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<sup>7</sup> Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>8</sup> See 2.7

Games (Events) <sup>8</sup>	111
Halfway houses	110
Helplines, hotlines	110
Herbariums <sup>3</sup>	110
Hospitals	110
Hotels	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations	151
(Active; also all after 1899)	
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums <sup>9</sup>	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera houses	110
Orphanages	110
Parades <sup>8</sup>	111
Park districts <sup>6</sup>	151
Parks (as agencies) <sup>10</sup>	110
Planetariums <sup>3</sup>	110
Plans (Programs) <sup>11</sup>	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. <sup>10</sup>	110
Public celebrations, pageants, anniversaries <sup>8</sup>	111
Publishers' imprints	110

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<sup>9</sup>See 2.9

<sup>10</sup>See 2.8

<sup>11</sup>See 2.10

Pueblos	151
Races (Contests) <sup>8</sup>	111
Radio programs	130
Railroads	110
Recreation districts <sup>10</sup>	151
Religious denominations	110
Research stations	110
Reserves (as agencies)	110
Restaurants	110
Sanitoriums	110
Sanitation districts <sup>6</sup>	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shows (Exhibitions) <sup>8</sup>	111
Software, Computer <sup>7</sup>	130
Sound recording labels	110
Space vehicles	110
Sporting events <sup>8</sup>	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments <sup>8</sup>	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts <sup>6</sup>	151
Water districts <sup>6</sup>	151
Works of art, Individual	100, 110, 130
Zoological gardens <sup>3</sup>	110

**GROUP 2—SUBJECT AUTHORITY GROUP HEADINGS**

(Named entities always established according to subject cataloging guidelines and residing in either the name or subject authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Amusement parks	151
Apartment houses	110
Arenas	110
Armories	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies <sup>9</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles <sup>8</sup>	110
Celestial bodies	151
Cities, Extinct (Pre-1500) <sup>12</sup>	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110

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<sup>12</sup>For instructions on establishing and applying headings for extinct cities, see SCM:SH H715.

Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings <sup>9</sup>	110
Estates	151
Events <sup>13</sup>	150
Exhibition buildings	110
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities)	151
Fortresses (Structures)	151
Fountains	150
Gangs	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites	
(Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Manors	110
Mansions	110
Market buildings	110
Military installations	151
(Before 1900 <i>and</i> inactive)	
Mine buildings	110
Mines	151
Mints	110
Monuments (Structures, statues, etc.)	150
Music halls	110

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<sup>13</sup>Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

Office buildings	110
Official residences	110
Palaces <sup>9</sup>	110
Parks (Geographic entities)	151
Pavilions	110
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151
Refugee camps	151
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shopping centers	110
Shrines ( <i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151

Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151